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ABSTRACT

In order to move information concerning vocational and technical education from the library into the hands of practitioners, the Tennessee Research Coordinating Unit (RCU) in cooperation with the State Division of Vocational-Technical Education decided to develop a system of information retrieval and dissemination. Such a system has been developed through a series of seven phases which are: (1) minor remodeling of RCU facility to accommodate research library and resource materials, (2) installation of ERIC tapes on computer system, (3) development of a cataloging and filing system for materials, (4) installation of microfiche readers and files in 13 locations throughout the state, (5) updating of microfiche and related files, (6) workshops to orient users on availability and use of materials and equipment, and (7) development of a selective dissemination of information system for user groups. This report discusses each of these phases of development. Supplementary data in the appendix include a computer search questionnaire which was used to collect feedback on computer searches performed by the Tennessee RCU. (JS)

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RESEARCH SERIES NO. 4

FINAL REPORT

TENNESSEE INFORMATION RETRIEVAL AND DISSEMINATION SYSTEM FOR VOCATIONAL EDUCATION

VT014160

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RESEARCH SERIES NO. 4

FINAL REPORT

TENNESSEE INFORMATION RETRIEVAL AND DISSEMINATION SYSTEM FOR VOCATIONAL EDUCATION

July 1, 1970 - June 30, 1971

by

Dolores J. Wilder
Information Specialist

Tennessee Research Coordinating Unit for Vocational Education
State Department of Education
Division of Vocational-Technical Education
and
University of Tennessee
909 Mountcastle Street
Knoxville, Tennessee 37916

Preface

Information retrieval and dissemination aimed at vocational-technical educators, was reorganized in an area in need of development and refinement in the State of Tennessee. Members of the State Division of Vocational-Technical Education and the Tennessee Research Coordinating Unit Advisory Council assigned high priority to this problem area for fiscal year 1971. As a result of concerns of individuals and the recognition of the need to move vocational-technical information from library and office shelves into the hands of those practitioners who were in need of the information, the RCU in cooperation with the State Division decided to attempt to develop a system of information retrieval and dissemination.

This publication is a report of the efforts of the first nine months of operation. Since the system was conceived to consist of seven phases, this report is designed to report some of the key items and activities of each of those phases.

Vocational-technical educators are truly indebted to Mr. Charlie M. Dunn, Assistant Commissioner for Vocational and Technical Education, who made it possible to initiate the system, to Mrs. Dolores Wilder, RCU Information Specialist who was responsible for implementation of the system and to the large number of other concerned individuals who gave their time and advice to assist with development and implementation of the system.

Garry R. Bice
Director

Introduction

As proposed, the Information Retrieval and Dissemination System for Vocational Education in Tennessee has developed through a series of seven different but integrated phases. These were:

Phase I - Minor remodeling of present RCU facility to accommodate research library and resource materials.

Phase II - Installation of ERIC tapes on computer system.

Phase III - Development of cataloging and filing system for materials.

Phase IV - Installation of microfiche readers and files in 13 locations throughout the State.

Phase V - Updating of microfiche and related files.

Phase VI - Workshops to orient users on availability and use of system.

Phase VII - Development of a selective dissemination of information system for user groups.

This report contains eight sections, one for each step of the methodology, and a final section discussing the costs for the operation of the system. Plans and directions for the future are discussed within each phase. Hopefully, enough detailed information has been provided here to enable this publication to be used as a model for other statewide information retrieval and dissemination systems.

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Summary

The problem of developing and operationalizing an information and dissemination system for vocational-technical education in the State of Tennessee was a major thrust of the Research Coordinating Unit during the fiscal year beginning July 1, 1970.

The objectives of the project were to:

a. develop a physical facility to house research and related materials.

b. develop a cataloging and filing system in order that materials may be retrieved with minimum effort in a short period of time.

c. install microfiche readers and files of materials that are readily accessible to every vocational educator in the State of Tennessee.

d. install ERIC tapes on computers to facilitate more rapid retrieval of information.

e. develop a record keeping system to aid in evaluating the use of the total dissemination system.

f. conduct inservice workshops to train vocational educators in the efficient use of information retrieval and dissemination facilities.

g. provide information retrieval and dissemination services to educators as requested.

h. effect cooperative arrangements with the UT Reading Center and other related agencies for support of a complete information retrieval and dissemination system.

Objectives a,b,c, and d have been accomplished throughout the year. Objectives e,f, and g are on-going activities for which preliminary guidelines have been established and which will hopefully be improved upon as more user feedback is obtained. Maximum effort has been made toward the achievement of the last objective (h), and

it is hoped that the services and activities of both the Information Retrieval and Dissemination System and the Research Coordinating Unit as a whole have proved to be worthy of support for a complete information retrieval and dissemination system for future years.

FINAL REPORT

TENNESSEE INFORMATION RETRIEVAL AND DISSEMINATION SYSTEM FOR VOCATIONAL EDUCATION

July 1, 1970 - June 30, 1971

by

Dolores J. Wilder
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PHASE I: REMODELING OF PRESENT RCU FACILITY TO ACCOMMODATE RESEARCH LIBRARY AND RESOURCE MATERIALS.

Carpeting was added to reduce noise and storage and study furniture was installed. Library-type book shelves (73.5 linear feet of shelf space) were installed to accommodate hard copy materials. Two library-type study carrells were located in the RCU library to provide better study conditions. A five-drawer library card catalog was purchased to hold subject, author and title cards on holdings not listed in AIM, ARM, RIE and other major indexes. A five-drawer filing cabinet was installed to house the "community file" of materials which were not appropriate for storage on library shelves.

Three portable microfiche readers and two additional reader-printers were purchased and installed to provide users with a variety of makes and models.

PHASE II: INSTALLATION OF ERIC TAPES ON COMPUTER SYSTEM.

On September 30, 1970, the Tennessee RCU installed "Query" at the University of Tennessee Computer Center. Both the RIE (Resume) files and CIJE (Journal) files were purchased. Having received the available update tapes, the files on magnetic tape are at present complete through March, 1971.

A total of 170 computer searches have been completed since the day of installation. Approximately one-fifth of this number have been experimental and were completed in late September and early October. A fee of 15 dollars was established for non-vocational personnel requesting searches. After "Query" became operational, searches were unsuccessful for one of the following reasons.

a) Incorrect vocabulary format

b) Data cards in wrong sequence

c) Zero or too many (over 500) hits

For all successful searches, carbon copies were retained and cataloged using descriptor terms and are retrievable either by search number or by the library card catalog subject index. As of June 30, a total of 129 computer searches were filed on the library shelf and cataloged for circulation. Periodically, a summary list of completed searches is included in the RCU monthly publication, "The Circulator," and individual searches are mailed or otherwise loaned on request.

A follow-up study to determine user satisfaction with the "Query" products was initiated by the Information Specialist in February. The letter and instrument appear in Appendix I. The Questionnaire was mailed to new users approximately two months after the requestor received his search printout. A summary of the first two mailings appears in Appendix I.

The Information Specialist attended the Query Users Conference in December, 1970, at Raleigh, North Carolina. As a result of feedback from other "Query" users at this conference, the Tennessee RCU is planning an Analysis of Search Strategy project to begin in July of 1971.

PHASE III: DEVELOPMENT OF A CATALOGING AND FILING SYSTEM FOR MATERIALS.

In the development and organization of a cataloging and filing system for materials housed at the RCU, efforts were made to use simplified shelving, indexing, and filing techniques so that both processing and retrieval would require a minimum of effort and so that typical users could efficiently retrieve materials.

The RCU microfiche files consist of the following:

1. All ERIC documents available on microfiche and retrievable by ED number (ED 000 001 through ED 004 349).

2. All V-T ERIC documents available on microfiche and retrieval by VT number in AIM and ARM Indexes (Fall 1967 through Winter 1970).

3. All Manpower documents listed in indexes for Fiscal years 1966 through 1969 (MP 000 710).

4. All Pacesetters in Innovation documents listed in indexes for Fiscal years 1966 through 1969 (ES 000 001 through ES 002 554).

5. Special files used frequently and ordered by the University of Tennessee Reading Center.

Hard copy files at the RCU are stored on shelves or in vertical "community files," and are retrievable by subject, author, title, ED, VT, or TN (Tennessee) number. Recent periodicals are displayed and back issues are stored in vertical files. Other materials

having a binding which is inappropriate for shelf storage are filed by subject heading in the "community files." Local research and development projects and Tennessee State curriculum materials are assigned a TN number unless they are listed in RIE, AIM, or ARM. Annual Reports and other quick reference materials are filed on shelves in the reference section.

Both manual and computer searches of the ERIC files which have been completed by the RCU are filed by search number and are cataloged by subject using the major descriptors which were used to complete the search.

An illustration of the RCU library filing and storage pattern appears as Figure 1.

LIBRARY FILING AND STORAGE PATTERN
TENNESSEE RESEARCH COORDINATING UNIT

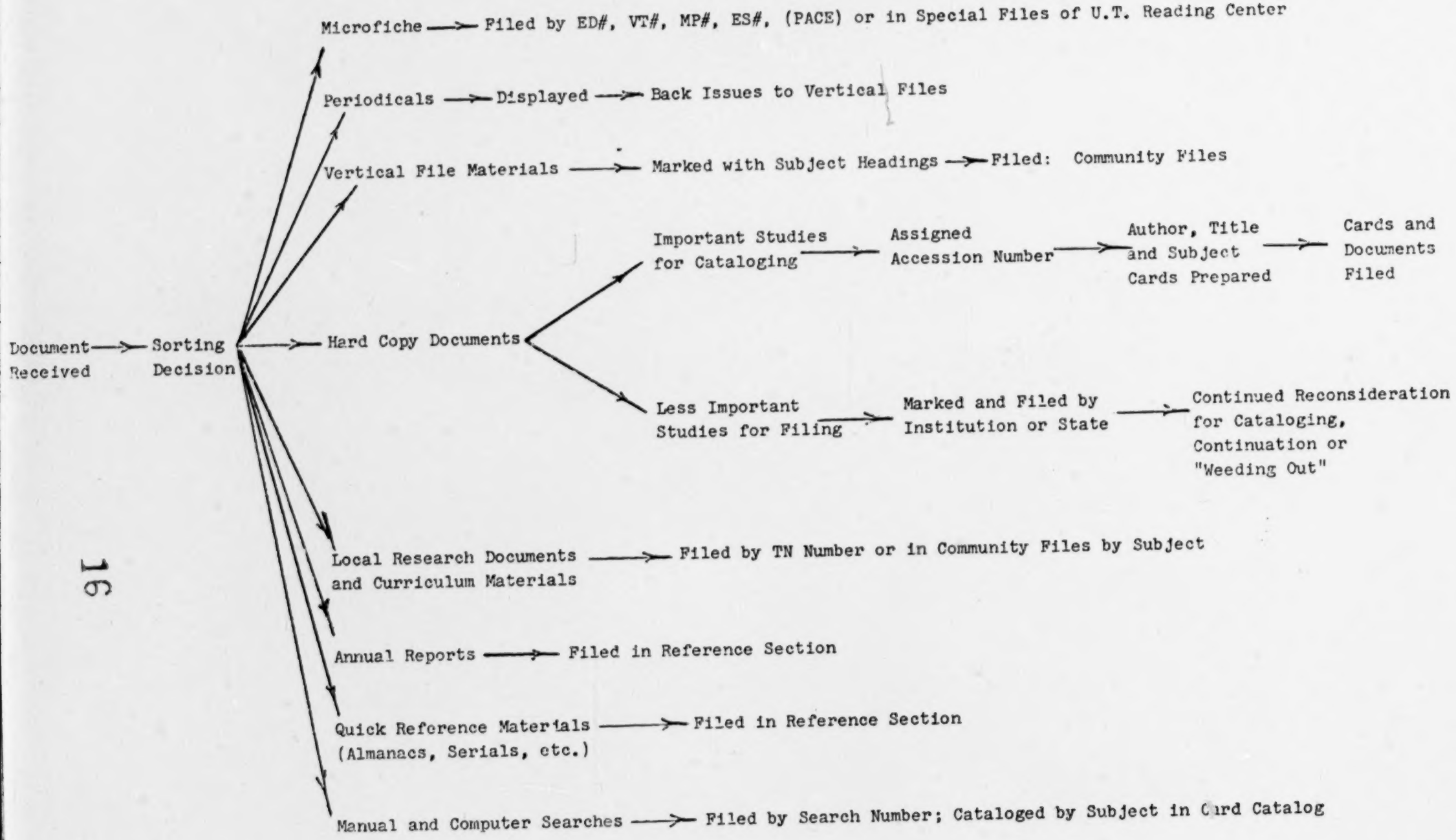

Microfiche → Filed by ED#, VT#, MP#, ES#, (PACE) or in Special Files of U.T. Reading Center
Periodicals → Displayed → Back Issues to Vertical Files
Vertical File Materials → Marked with Subject Headings → Filed: Community Files
Document Received
Sorting Decision
Hard Copy Documents
Important Studies for Cataloging → Assigned Accession Number → Author, Title and Subject Cards Prepared → Cards and Documents Filed
Less Important Studies for Filing → Marked and Filed by Institution or State → Continued Reconsideration for Cataloging, Continuation or "Weeding Out"
Local Research Documents and Curriculum Materials → Filed by TN Number or in Community Files by Subject
Annual Reports → Filed in Reference Section
Quick Reference Materials (Almanacs, Serials, etc.) → Filed in Reference Section
Manual and Computer Searches → Filed by Search Number; Cataloged by Subject in Card Catalog

Figure I

PHASE IV: INSTALLATION OF MICROFICHE READERS AND FILES IN 13 LOCATIONS THROUGHOUT THE STATE.

In an effort to make microfiche and related materials and equipment readily accessible to all vocational education personnel in the State, all area vocational-technical schools and technical institutes in Tennessee were introduced to the Regional Resource Center concept in October of 1970. The letter containing this correspondence appears in Appendix II. An explanation of the proposed project and necessary cooperation was reviewed by the director of the institution and follow-up calls were made to those individuals who indicated interest in having their institution serve as one of the 13 Regional Resource Centers.

Since ease of access was a priority in the selection of the Regional Resource Centers,(RRC's) twelve locations were selected on a geographical basis in November, 1970. (See letter, Appendix III) Interest and willingness to cooperate was expressed by almost everyone. Technical Institutes commented strongly on the usefulness of the ERIC files and supporting materials by instructors in their respective areas and were ideally located next door to a State area vocational-technical school. The ease of incorporating these files into the already existing Educational Resources Center and library at Chattanooga and Memphis State Technical Institutes, led to the addition of Nashville State Technical Institute as the thirteenth

Regional Resource Center soon after its completion in February, 1971. A map and complete list of RRC locations and contact persons appears in Appendix IV.

The first workshop for the RRC's was held at the RCU on November 20, 1970. The primary objectives of the workshop were to orient the participating schools to the RCU and the Regional Resource Center concept and to distribute equipment, supplies, and microfiche and demonstrate their use. The agenda for this workshop appears on pages 9 and 10.

WORKSHOP AGENDA
Regional Resource Center Participation

I. Introduction and coffee.
Welcome to the RCU.
   a. Distribution of information packets.
   b. Review of objectives of the RCU.

II. Objectives and profile of Information System (map).
   a. In an effort to reach the user, area centers are needed to link the "data base" in Knoxville to the user in all parts of the State. Eventually, we hope to assign an RCU agent to all Regional Resource Centers. However, for the time-being, we need the cooperation of a contact person (librarian or curriculum coordinator) to be responsible for communication, ordering, record-keeping, and dissemination procedures.
   b. Schools were selected to allow for the least amount of user miles traveled (for using reader-printer).
   c. Cooperation with the contact person will hopefully aid in determining specific needs of vocational education personnel and the eventual establishment of a more effective and efficient feedback system for the State.
   d. Promotion of Regional Resource Center cooperation and correspondence - development of a list of participants and "contact persons and information" for each location.

III. Review of locations throughout the State where there are other microfiche collections. (Nashville, Memphis, Cookeville)

IV. Availability of materials and microfiche at the RCU.
   a. Review list in October RCU CIRCULATOR.
   b. Examine display of materials in the RCU library.
   c. Provide complimentary copies of microfiche.
   d. Discuss availability of bibliographies prepared from completed computer searches.
   e. Encourage AIM and ARM subscriptions.

V. Demonstration of the use of a Reader-Printer.
   a. Review of operator's manual.
   b. Care and maintenance; who to call for service; address for ordering replacement bulb.
   c. Distribution of operator's manual and paper; indication of schools who came prepared to take a reader-printer back with them.
   d. Printing and expense information.

WORKSHOP AGENDA
Page 2

VI. Awareness and Feedback Procedures.
   a. Discussion: how to gain maximum use of the retrieval and dissemination capacities of the Tennessee RCU.
   b. Keeping lines of communication open for vocational people in schools to make their needs known.
   c. RCU sending of current monthly listings of research in vocational education available on microfiche.
   d. Procedures for requesting information.
   e. Demonstration of the microfiche reproducer.

VII. Question - Answer Session.
   a. Browse through indexes to determine what collections might be of immediate use to the RRC.
   b. Provide contact persons with microfiche relevant to some specific needs.
   c. Emphasize use of information packet.

During the months of February through May, the Information Specialist visited each RRC in an effort to provide assistance and to evaluate the following:

a) Physical facilities

b) Attitude and cooperation

c) Publicity efforts

Observations recorded during these visits could be summarized as follows:

1. Difficulty in obtaining AIM and ARM indexes on hard copy was experienced by all area schools.

2. Facilities at the State Technical Institutes were the most desirable for location of a RRC and personnel were available and willing to instruct others in the use of the ERIC materials since they are compatible with already delegated job responsibilities.

3. In area schools where a Curriculum Specialist or Related Instructor is in charge of RRC activities, little time and effort is expended in obtaining interest in the materials and publicizing existence of the RRC among schools in the geographic area.

4. In area schools where a counselor is in charge of RRC activities, there is frequent contact with teachers within the school and, in almost every case, there have been efforts to tell teachers in the surrounding areas of the materials and information available.

Observations also indicated an almost universal need for further assistance in the cataloging of the ERIC microfiche and instruction in the use and care of a reader-printer. Thus, a second RRC Workshop was held on May 19 and 20 with these needs in mind. The correspondence and agenda for this workshop appear in Appendix V.

Additional policies were established for the RRC's in January, 1971, and related correspondence included the following suggestions:

a) Orders for supplies should be placed through local 3-M representatives, rather than through the Research Coordinating Unit.

b) After each RRC receives approximately 1,500 sheets of microfiche at no charge, the RCU asks that it be reimbursed for the cost of the film used in filling requests (approximately 10¢ per sheet).

c) If orders have been placed for hard copy AIM and ARM Indexes, it is suggested that microfiche copies of all the indexes be used until hard copy orders are filled.

Accurate records of all materials disseminated to each RRC have been maintained and include information such as the following:

November, 1970 - June 30, 1971

	Microfiche Titles Disseminated
McKenzie State Area Vocational-Technical School	445
Memphis State Technical Institute	568
Newbern State Area Vocational-Technical School	305
Halls Middle School	199
Dickson State Area Vocational-Technical School	176
Livingston State Area Vocational-Technical School	144
Athens State Area Vocational-Technical School	221

Tri-Cities State Area Vocational-Technical School	248
Chattanooga State Technical Institute	1,150
Pulaski State Area Vocational-Technical School	231
Crump State Area Vocational-Technical School	288
McMinnville State Area Vocational-Technical School	383
February, 1971 - June, 1971	
Nashville State Technical Institute	168
Total	4,526

Future activities involving Regional Resource Centers include:

1. Dissemination of "patterns" and guidelines for various types of publicity efforts which could feasibly be duplicated by each RRC and distributed to vocational instructors in the surrounding areas as well as within the RRC facility.

2. Dissemination of copies of a slide series now being developed about ERIC and the RCU and how the Regional Resource Centers cooperate to make information more readily available.

3. Indexing of individual V-T Microfiche Sets by each RRC using a manual of specific organizational and cataloging instructions and rotating sets of index cards to all 13 RRC's as they become complete. This is to promote consistency in indexing of microfiche documents among all the RRC's and to speed up the indexing through cooperative efforts.

PHASE V: UPDATING OF MICROFICHE AND RELATED FILES.

Indexes and files were added to the existing collection to bring them up to date as indicated in the report of Phase III. The RCU has a standing order for all ED and VT accessions on microfiche and for all CIJE Indexes. Files on magnetic tape for use in the "Query" program are requested as up-dates become available.

Monthly and quarterly publications from other RCU's and from the various clearinghouses are received regularly and efforts have been made to assure a mailing from similar service organizations and educational institutions.

PHASE VI: WORKSHOPS TO ORIENT USERS ON AVAILABILITY AND USE OF MATERIALS AND EQUIPMENT.

Workshops, as such, were replaced by activities such as the following this year:

1. Two orientation/training sessions for all University of Tennessee College of Education staff in October, 1970. The agenda for these meetings appears on page 16.

2. Regular orientation meetings (1 to 2 hours in length) scheduled by individual group leaders or U.T. professors at the beginning of each quarter, taking the equivalent of one or two class meetings for an orientation to the RCU and the use and availability of ERIC materials.

3. Representation of the RCU and ERIC products at 3 separate sessions of a Drive-In Reading Conference sponsored by the University of Tennessee Reading Center.

4. Orientation to the RCU as a whole and the Information System in a TV program, "Area Scope," Channel 10, WBIR, Knoxville.

5. Orientation and work sessions for all personnel at the U.T. Main Library, Undergraduate Library, and Education Library at Knoxville.

6. Development of a slide series and accompanying narration to be used with a 3-M Sound/Slide System or in a regular slide projector and making this product available for use by interested individuals and groups. (Expected date of completion, July 30, 1971.)

7. Participation in a seminar for guidance counselors sponsored Nashville State Technical Institute.

Future activities of a similar nature include a booth for representation of the RCU at the 1971 convention of the East Tennessee Education Association (ETEA).

ORIENTATION TO RCU LIBRARY
FOR U.T. COLLEGE OF EDUCATION STAFF AND GRADUATE STUDENTS
AGENDA

A. Purposes
To determine needs of: College of Education Staff, Students
Teacher Educators
Supervisors
Administrative Staff

B. Objectives:
1) To promote understanding of the organization and function of RCU.
2) To promote understanding and use of available ERIC materials.
3) To promote understanding of procedures for cooperation with the RCU through which individual needs may best be communicated and, subsequently, served.

C. Date and time: November 16 and 23
4:00 P.M. - 5:00 P.M.

D. RCU Library, 909 Mountcastle Street, Knoxville

E. Discussion:
1) Introduction to ERIC; Tennessee RCU structure and organization in relation to Central ERIC, V-T ERIC, USOE.
2) Orientation to the total of the information available on microfiche--How to use Indexes; ERIC, CIJE, AIM and ARM, PACE, Manpower, and special collections.
   a) The nature of ERIC (Journal articles, research reports, instructional materials and curriculum studies, evaluation, etc.)
   b) Who can use ERIC information products and how.
3) Use of the microfiche reader-printer.
4) How to request and obtain microfiche from RCU.
   a) Request form
   b) Accession numbers
   c) Cost

F. Additional Topics for Discussion:
1) Computer Search Capabilities.
   a) Request form.
   b) Obtaining already completed searches from Tennessee RCU.
2) Alternative feedback systems.
3) Dissemination of reprints from monthly RIE Index.
4) Making maximum utilization of our services.

PHASE VII: DEVELOPMENT OF A SELECTIVE DISSEMINATION OF INFORMATION.

Efforts toward a Selective Dissemination of Information (SDI) program for user groups outside the state of Tennessee have been minimal. However, several attempts have been made to gain the support and interest of local vocational teacher educators and, in many cases, selected materials have been voluntarily disseminated to these individuals.

A monthly publication, the RCU Circulator, was published for the first time in October, and subsequent issues were printed and mailed in November, January, February, March, April, and May. Multiple copies of each months mailing were made available to teacher educators for distribution to graduate students. (See objectives, Appendix VI).

Efforts to upgrade the monthly publication were undertaken with the April mailing when an additional page entitled "Suggestions for Improvement" was sent with each copy of the Circulator. (See Appendix VI). Response was good and insight was provided which enable the inclusion of items of value in the final mailing before the beginning of the summer months.

In the development of a mailing list for the monthly publication, the primary references were the 1970 Directory of Personnel published by the State Board for Vocational-Technical Education and the University of Tennessee

College of Education Faculty/Staff Directory. In addition, numerous requests have been received for placement on the mailing list. A total of 2,644 names are presently on a computerized mailing list which will be updated regularly. The breakdown of numbers for various audience categories appears with the RCU Mailing List Codes on pages 19 and 20.

Microfiche requests from U.T. staff and students, state staff, and other vocational and non-vocational personnel are filled on either a loan or purchase basis. Examples of efforts to establish record-keeping procedures for evaluation and review purposes are the Retrieval and Dissemination Request Form, Microfiche Request Form, and Computer Search Request Form (see Appendix VII).

These forms, along with the records for individual Regional Resource Centers, have provided the data which appears in the "Summary of Library and Microfiche Users at the RCU," page 21.

Future activities of this nature include the development and dissemination of research, information, and bibliography documents to appropriate audiences. Specifically, the RCU will publish a booklet about its relationships to the whole of the ERIC System and another concerning the "Query" Computer Search Program with searches completed to date and available in the RCU library.

RCU MAILING LIST CODES

CARD NUMBER ONE

CC

1-2	Card Number
3-7	ZIP Code
8-13	Address Identification Number
14-17	Master Classification Number (0000 for all)
22-25	Role Code

CC 18-21 - FUNCTION CODE (Major Subdivision)	Number of Names
1---Administration	680
2---Supervision	115
3---Teacher Education	5
4---Teacher and/or Instructor (any kind except teacher educators)	1,760
5---Research	32
6---Advisory	51
7---Other	4
Total	2,647

In above situation, first digit represents major function (as above), the second represents secondary function (if any).
NOTE: Use 0 if none.

The third and fourth digit represent functional area as follows:

01	State
02	Regional
03	Adult Education
04	Area Vocational School
05	MDTA
06	Employment Service
07	Guidance (state or local)
08	Special Education
09	Vocational Rehabilitation
10	Work Study (experience)
11	Youth Organization
12	Technical Schools
13	Post Secondary
14	Local

RCU MAILING LIST CODES
Page 2

CARD COLUMNS 22-25 ROLE CODES

0110 Agriculture
0400 Distribution
0700 Health
0900 Consumer and Homemaking
1400 Office (occupations, any type)
1600 Technical
1700 Trades and Industry
1800 General Secondary
1900 Higher Education
2000 Commercial Training Institutions

Summary of Library and Microfiche Users at the RCU
Information Retrieval and Dissemination System
July, 1970 - June, 1971

		Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Total
LIBRARY USERS												
Staff		7	6	5	10	10	11	7	9	15	12	
Students		17	13	16	60	98	75	35	40	60	46	
Other		8	6	4	16	10	9	8	13	26	16	
No. using microfiche		30	25	25	70	118	90	40	58	74	45	575
PORTABLE READER Check-Outs		4	4	7	8	10	12	16	12	21	28	
MICROFICHE DISSEMINATION												
Titles Reproduced												
RRC's	Equipment	2577	82	371	161	316	12	102	905	4526		
Other	was not operable	21	156	143	109	82	32	202	42	787		

Summary of Costs

Total costs for the Tennessee Information Retrieval and Dissemination System, July 1, 1970 through June 30, 1971 have been summarized by expense categories rather than by the phase during which the expense was incurred. A chart containing this summary appears on page 23.

The category labeled "Other Service and Expense" includes all computer expenses, including both machine charges and programmer time.

Also, within the category "Publicationas and Reports," expenses include those for updating the microfiche files from the former collection which ranged through 1968, to the present collection of microfiche through March, 1971.

Summary of Costs
Information Retrieval and Dissemination System
(July 1970 - June 1971)

Academic - Professional Salaries	$14,144.17
Clerical and Supporting	3,255.30
Honoraria and Consultants	300.00
Hourly Wage Personnel	431.34
Supplies	847.91
Printing and Binding	254.45
Publications and Reports	
Microfiche	4,865.48
Hardcopy and other	1,103.19
Maintenance and Repairs	5,968.67
Other Service and Expense (including computer)	5,400.25
Travel	1,410.25
Postage and Freight	24.46
Social Security Contribution	522.08
Group Insurance Contributions	153.80
Office Furniture and Equipment	4,670.55
Educational and Scientific Equipment	129.19
	$38,250.00

APPENDICES

APPENDIX I

THE UNIVERSITY OF TENNESSEE
COLLEGE OF EDUCATION
KNOXVILLE, TENNESSEE 37916

TENNESSEE RESEARCH
COORDINATING UNIT FOR
VOCATIONAL EDUCATION
909 MOUNTCASTLE STREET
615-974-3338

Enclosed is a questionnaire concerning your reaction to the computer search which was completed for you by the Research Coordinating Unit. In order that I might determine the general satisfaction and/or dissatisfaction gained from the various searches of the ERIC files, the enclosed questionnaire has been designed and distributed.

I would appreciate your time and honesty in responding to this brief set of questions, as they appear here, and any additional comments which you might have. Please complete the form and return it to me at your earliest convenience.

I look forward to hearing from you.

Sincerely,

(Mrs.) Dee Wilder
Information Specialist

DW:mw

A UNIT SPONSORED COOPERATIVELY WITH THE STATE DIVISION OF VOCATIONAL EDUCATION

COMPUTER SEARCH QUESTIONNAIRE
TENNESSEE RESEARCH COORDINATING UNIT
909 Mountcastle Street
Knoxville, Tennessee 37916

Please circle the answer which most adequately describes your feelings with regard to several aspects of your computer search:

SA = Strongly Agree
A = Agree
U = Undecided
D = Disagree
SD = Strongly Disagree

1. The entire search procedure was difficult to use. SA A U D SD
2. The service was slow. SA A U D SD
3. The directions were hard to follow. SA A U D SD
4. The RCU staff was courteous and helpful. SA A U D SD
5. I was able to get assistance when I needed it. SA A U D SD
6. The search output was quite readable. SA A U D SD
7. The output was informative and useful to me. SA A U D SD
8. The search was delivered when promised. SA A U D SD
9. The search was worth time and efforts. SA A U D SD
10. How many titles were most like what you desired from this search? _____
11. Approximately how many of the titles have you reviewed in the abstracts journal Research in Education? _____
12. How many titles have you:
    a. reviewed on microfiche _____
    b. ordered documents in hard copy form. _____
13. Based on your experience in the subject area, circle the degree to which you think the titles from the search are representative of the work done (or being done) in this subject area.

    Very Poorly Very Well
    1 2 3 4 5

14. If you used the microfiche, at what location did you use it?
    a. RCU, 909 Mountcastle _____
    b. University of Tennessee Education Library _____
    c. University of Tennessee Graduate Library _____
    d. Other (please specify) _____

15. In which of the following functions was the search to be used? Please check the appropriate function.

____(a) Project research

____(b) Thesis research

____(c) Course research requirements

____(d) General information

____(e) Instructional materials

____(f) Demonstration

____(g) Administrative assistance

____(h) Other (please specify) _____

16. What is your present position or occupation? _____

_____

17. Please circle the degree to which you feel the search met your needs.

Very Poorly 1 2 3 4 5 Very Well

18. The service could be improved by _____

_____

_____

_____

19. Additional comments _____

_____

_____

_____

_____

Please return to:

Mrs. Dee Wilder
Information Specialist
Tennessee Research Coordinating Unit
909 Mountcastle Street
Knoxville, Tennessee 37916

Appendix I

Summary of Results
Computer Search Questionnaire

1. The entire search procedure was difficult to use.
   Disagree - 19
   Strongly Disagree - 15
   No Answer - 1

2. The service was slow.
   Strongly Agree - 1
   Agree - 2
   Undecided - 2
   Disagree - 13
   Strongly Disagree - 17

3. The directions were hard to follow.
   Disagree - 20
   Strongly Disagree - 14
   No Answer - 1

4. The RCU Staff was courteous and helpful.
   Strongly Agree - 26
   Agree - 9

5. I was able to get assistance when I needed it.
   Strongly Agree - 13
   Agree - 13
   Disagree - 2
   No Answer - 1

6. The search output was quite readable.
   Strongly Agree - 19
   Agree - 14
   Disagree - 2

7. The output was informative and useful to me.
   Strongly Agree - 12
   Agree - 15
   Undecided - 3
   Disagree - 3
   Strongly Disagree - 1
   No Answer - 1

8. The search was delivered when promised.
   Strongly Agree - 16
   Agree - 11
   Undecided - 2
   Disagree - 4
   Strongly Disagree - 1
   No Answer - 1

9. The search was worth time and effort.
   Strongly Agree - 17
   Agree - 10
   Disagree - 3
   Strongly Disagree - 1
   No Answer - 2

10. How many titles were most like what you desire from this search?
    Most of them - 1
    100% - 2
    80% - 1
    75% - 1
    60% - 1
    50% - 2
    33-1/3% - 1
    20% - 2
    5% - 1
    1 - 35 titles - 15
    150+ titles - 1
    None - 1
    No Answer - 1

11. Approximately how many of the titles have you reviewed in the abstracts journal Research in Education?
    70% - 1
    50% - 1
    30% - 1
    1 - 25 titles - 10
    140 titles - 1
    400+ titles - 1
    None - 11
    No Answer - 4

12. How many titles have you:
    a. reviewed on microfiche?
       50% - 1
       40% - 1
       10% - 1
       30 - 35 titles - 3
       10 - 15 titles - 6
       1 - 5 titles - 5
       None - 17

    b. ordered in hard copy form?
       1% - 1
       1 - 8 titles - 5
       None - 29

13. Based on your experience in the subject area, to which degree do you think the titles from the search are representative of the work done (or being done) in this subject area?

Very poorly 1	2	3	4	Very well 5	No Answer
2	3	8	14	4	1

14. If you used the microfiche, at what location did you use it?
    a. RCU, 909 Mountcastle - 19
    b. University of Tennessee Education Library - 1
    c. University of Tennessee Graduate Library - 0
    d. Other (Please specify)
       EA & S Library - 1
       Department microfiche library - 1
       Office library - 1
       George Peabody College, Nashville - 1
       Knoxville Vocational Information Center - 1
    No Answer - 11

15. In which of the following functions was the search to be used?
    Project research - 12
    Thesis research - 16
    Course research requirements - 3
    General information - 6
    Instructional materials - 4
    Demonstration - 2
    Administrative assistance - 5
    Educational decisions - 3

16. What is your present position or occupation?
    Graduate student - 14
    Vocational agriculture teacher - 2
    Teacher - 1
    Faculty (University of Tennessee) - 12
    Principal (Cedar Bluff) - 1
    Director, KSAVTS - 1
    Director of Elementary Education - 1
    Director of Federal Projects - 1
    Curriculum Coordinator - 1
    Supervisor of Guidance and Counseling, Manpower Development and Training, Division of Vocational Education - 1
    Education Consultant - 1

17. To what degree do you feel that the search met your needs?

Very poorly 1	2	3	4	Very well 5	No Answer
4	1	3	17	8	2

18. Comments for improvement:

    ERIC files need more studies recorded.

    Have EJ items at RCU for review; thus, eliminating trip to library.

    Inclusion of material relevant in other disciplines (eg. linguistics and psychology).

    Make more students aware of this service.

    Need a broader base of input and a wider range of sources.

    Need additional facility space to utilize available documents and microfiche.

    Need more space; better if RCU more centrally located.

    Larger, better designed housing.

    There is very little advertisement done, to my knowledge, about your service. Your excellent service is traveling, however, rapidly by word of mouth.

18. Continued

Service could be improved by giving better service to evening students. Our working hours conflict with yours and it is very difficult to get together.

I feel the service has been improved since my experience with it. Experience gained through use can be valuable to others in the future.

More titles need to be on microfiche and there needs to be a built-in method whereby the center orders the hard copy.

Need better designed microfiche readers -- these tend to make researchers weary because of position of screen -- body posture is uncomfortable.

Service could be improved by a more detailed description of material that can be obtained. Descriptor technique is hard to work with. If specific research areas were organized and written out it might speed up decisions as to the utility of the material available. As it is presently, one may or may not get the information one wants even if it is present, and this is a serious weakness. I have in mind short summaries that would help to give one a grasp of the <u>type</u> of research available in one's area (not the specific pieces of research).

None - 21

19. Additional comments:

Searches could be extremely helpful.

Search has great potential and will recommend it to others.

Disappointed not to find material on hotels and restaurant employment in Knoxville area.

Service was efficient and helpful.

Definitely believe this service should be continued at the RCU.

Search was very helpful, however, the number of documents returned was only approximately 20% of total eventually found through manual search of literature.

Material too general.

Really an asset to have such a facility in the community.

Hope second search will be more satisfactory.

Entire staff is most willing to aid in needs which are quite often not clearly defined.

Need for the RCU service is particularly great in the College of Education.

The Computer Search Capability is one of the greatest innovations to come into the field of education for educators and students. This is a tremendous capacity by which information can be disseminated.

For my needs (The course I am taking) it didn't help me at all. However, this is by no means meant to downgrade your services. I will certainly use it if needed in the future.

I didn't know the correct descriptors to use in order to locate exactly what I wanted. This was my first experience with computer searches. The trial run made was more valuable than the one made later. I have found your library source very helpful in what I'm trying to do.

I highly commend the center for its warm atmosphere, willingness to acknowledge error, and promptness in correcting its weakness.

None - 20

With the first mailing, there was a 71% return on the Computer Search Questionnaire. This follow-up procedure has been designed so that as searches are completed, a follow-up questionnaire is sent each user approximately two months after he receives the search.

With the second mailing, there was a 49% return on the Computer Search Questionnaire.

APPENDIX II

THE UNIVERSITY OF TENNESSEE
COLLEGE OF EDUCATION
KNOXVILLE, TENNESSEE 37916

TENNESSEE RESEARCH
COORDINATING UNIT FOR
VOCATIONAL EDUCATION
909 MOUNTCASTLE STREET
615-974-3338

Enclosed you will find a copy of an excerpt from our handbook which states the organization, purposes, and activities of the Tennessee Research Coordinating Unit for vocational-technical education. Among the primary activities is that of providing every vocational educator in the state of Tennessee with ready access to research and instructional materials as well as to lend assistance in the use of the RCU facilities.

In order for the above activities to be accomplished, the RCU has planned for this year to establish twelve regional information centers throughout the state at which microfiche reader-printers would be installed for use by all vocational-technical educators. Selection of these centers will be based upon indicated demand and the availability of the particular location to the vocational educators in that area. A workshop will be conducted to train personnel at each information center in the use of microfiche collections and equipment. This project has the support of Mr. Charlie Dunn, State Director of Vocational Education, as do projected plans for completing coverage of the state next year.

To assist in the selection of these regional information centers, your cooperation in the following is needed:

1) Read and carefully consider the potential value of such an information center to individuals in your area who will be making use of it (i.e., students, teachers, teacher educators, supervisors, administrative personnel, and other individuals involved in curriculum coordination and/or research, etc.).

2) Determine the possibilities of facilities and space for the center at your particular location. Basically, each center will be supplied with one microfiche reader-printer and an initial supply of paper and materials. Microfiche will be furnished by the RCU to each center upon request.

3) Study the objectives of the RCU in Knoxville (see enclosure) and remember that a workshop will be conducted either at the designated centers or a nearby location in order to familiarize and train all vocational educators in the area in the use of the system's facilities and of the equipment provided.

A UNIT SPONSORED COOPERATIVELY WITH THE STATE DIVISION OF VOCATIONAL EDUCATION

4) Agree to encourage the use of our system by students and teachers with whom you will be working, either directly or indirectly. Also enclosed with this letter is a brief description of the ERIC system and microfiche.

I would appreciate your careful consideration of the project discussed here and, subsequently, a reply as to the feasibility of establishing such an information center on your campus. I look forward to hearing from you.

Sincerely,

Dee Hansen
Information Specialist

DH/gp

Enclosures: 2

PURPOSES AND OBJECTIVES OF THE RCU

Change comes slowly to the local classroom. The impact of research on classroom practices and curriculum reorientation is just becoming apparent--usually in isolated cases. There is general agreement that well-planned strategies need to be developed which stimulate the adoption of proven practices at an accelerated rate. Various groups and organizations, including public and private agencies, the State Department of Education, colleges and universities and the Research Coordinating Unit, have been expending resources to bring about desirable changes in the quantity and quality of vocational and technical education programs in the State of Tennessee. The agencies concerned with bringing about change in vocational-technical education have been hampered in their operations by lack of effective coordination among agencies and lack of clearly defined and well-stated objectives.

The information in this publication is designed to make clear the position role of the RCU in relationship to the research and development process. The procedures outlined here should make research and the RCU a viable force in the development and expansion of vocational education in the State of Tennessee.

Research in vocational-technical education has been greatly stimulated by the Vocational Education Act of 1963 and its ensuing amendments. As a result of the acceleration of research under this and other acts, there is a multitude of research data available to researchers, administrators, and a local school personnel. A continuous, ongoing program to insure public awareness and understanding of research findings should necessarily be a major effort of the Tennessee RCU.

Problems which arise in initiating, administering, and evaluating vocational and technical education programs point to the need for continued efforts to identify researchable problems and to stimulate research directed at solving those problems.

Within the State of Tennessee, there exists a number of agencies with human and financial resources which can be brought to bear upon the problems facing vocational-technical education. However, with the urgency of program development facing vocational-technical education today, Tennessee can ill-afford duplication of efforts which are inherent when several agencies are concerned with the same or similar problems. There is an unquestionable need to coordinate the efforts of research and development agencies within the State.

Researchers in vocational-technical education have identified many situations which need hard data in order to intelligently select alternatives in problem solving. In addition, some of these problems have not been solved due to constraints upon human and financial resources within agencies concerned with vocational-technical education.

Purpose of the RCU

The primary purpose of the Tennessee Research Coordinating Unit is to effectively and efficiently bring about desirable changes in vocational-technical education and supporting programs in local schools, community colleges, universities, private colleges, and technical institutes, which will make quality vocational education programs available to all who need and can profit by them.

Specific Objectives

The purpose of the RCU will be accomplished through a four-point program concentrating on the broad areas of dissemination of research findings, stimulation of research, coordination research activities and research itself. More specifically, the objectives are to:

1. Collect and disseminate--to appropriate audiences--information on progress and application of occupational research.
2. Stimulate and encourage occupational education research and development activities in state departments, colleges and universities, local school districts and nonprofit educational organizations.
3. Coordinate occupational education research activities conducted by state departments, colleges and universities, local school districts and nonprofit educational organizations.
4. Conduct occupational education research and development projects.

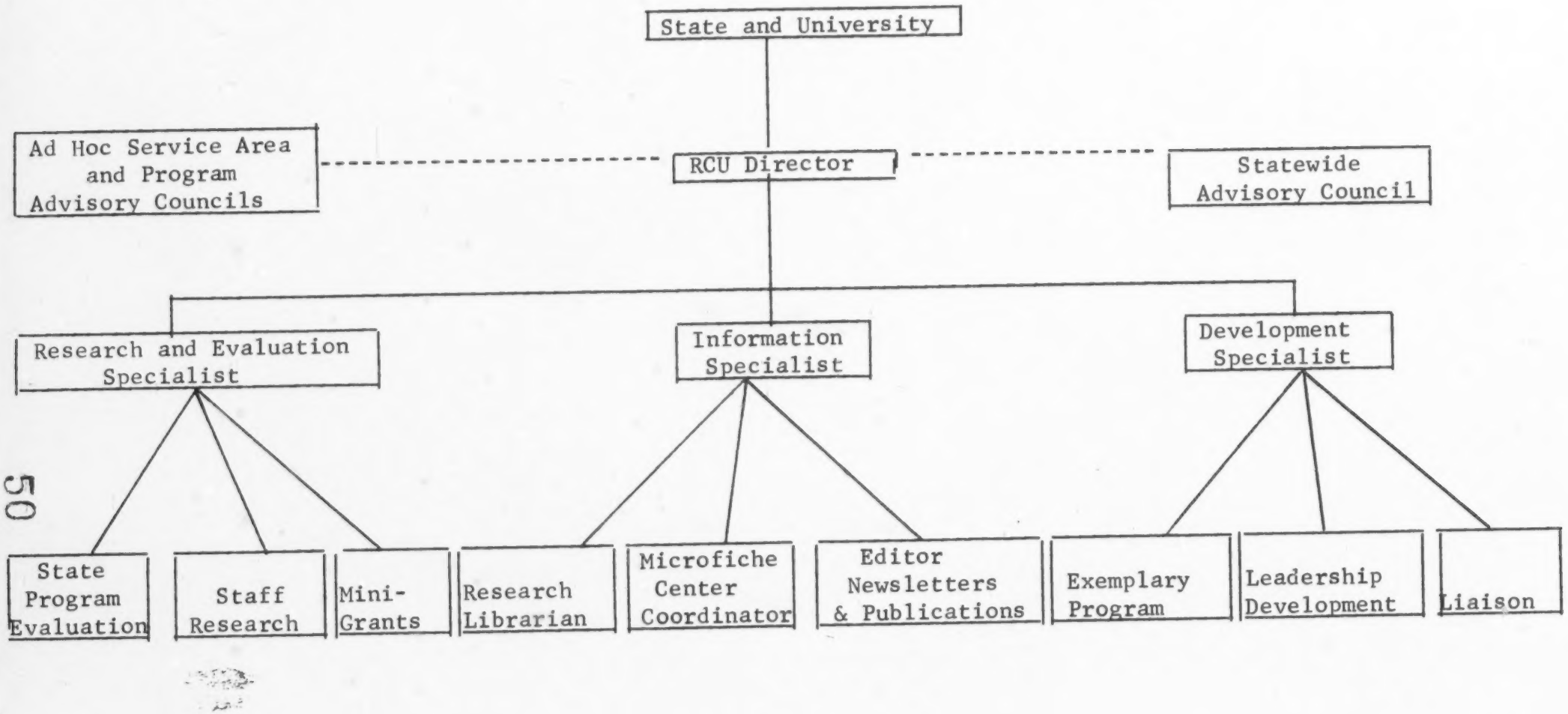
Organization and Structure

Still in the embryo stage, the organization and structure of the RCU will evolve as its role becomes more definite. Essentially, the RCU is a cooperative effort, serving vocational education clientele in the University of Tennessee College of Education, the State Division of Vocational-Technical Education, private colleges, community colleges, technical institutes, and local schools.

The anticipated internal organization of the RCU may be shown schematically as in Figure 1.

Figure 1

Anticipated internal organization of the RCU



The organization and personnel will not be installed all at once. Rather, as the program develops to meet the needs of vocational education in the State of Tennessee, functions and responsibilities of personnel will evolve accordingly. A continuous self-evaluation program will be carried out to maintain the most viable organization and structure.

The statewide advisory council of the RCU will be made up of selected people appointed jointly by the Dean of College of Education and the State Director of Vocational-Technical Education.

The primary purposes of the Statewide Advisory Council shall be to:

1. Recommend policy regarding use of funds for occupational research and development.
2. Identify occupational research and training needs.
3. Evaluate the effectiveness of the RCU.

Ad hoc service area advisory councils will be established in each of the appropriate vocational service areas. The members of these councils will be selected from and by appropriate groups related to each service area. Their primary purpose shall be to make recommendations concerning occupational research and development needs in their respective areas.

RESEARCH COORDINATING UNIT
VOCATIONAL EDUCATION SECTION
TENNESSEE STATE DEPARTMENT OF VOCATIONAL EDUCATION
THE UNIVERSITY OF TENNESSEE COLLEGE OF EDUCATION AT KNOXVILLE

About ERIC and Microfiche

A nationwide information service known as ERIC (Educational Resource Information Center) has been established to help the results of educational research and resource information to reach those who need it.

Information is fed into Central ERIC at Washington from 20 clearinghouses which are responsible for acquiring, selecting, abstracting, and indexing documents (such as the Vocational-Technical Education Clearinghouse at Columbus, Ohio). The documents are filmed and reproductions made by EDRS, the ERIC Document Reproduction Service. Documents filmed on microfiche are approximately 4" by 6" and are sold by the RCU at $.10 per microfiche. The first microfiche of each report contains 58 reproduced document pages and each fiche thereafter contains up to 70 document pages.

The Tennessee RCU at Knoxville obtains from ERIC all microfiche that are available, including that pertaining to vocational education. In addition to the ERIC files and indexes, the Research Coordinating Unit maintains a hard copy file of research reports. Reports in this file are primarily of local (Tennessee) origin, those materials which will not become part of the ERIC system, and recent reports prior to their becoming available through ERIC.

An improved library catalogue system is being developed and put into use at the present time to facilitate assistance to users who desire to locate various research reports and educational materials. Persons are encouraged to write or visit the Research Coordinating Unit, indicating their areas of concern. A search is made of our files to determine which documents will best meet the indicated needs, and these or a list of these are sent to the individual making the request. Hardcopy material is sent or loaned or Xeroxed and a microfiche copy is loaned or sold to the individual if he has access to a reader-printer. A paper copy of materials may also be made from the microfiche of a document.

APPENDIX III

THE UNIVERSITY OF TENNESSEE
COLLEGE OF EDUCATION
KNOXVILLE, TENNESSEE 37916

ENNESSEE RESEARCH
:OORDINATING UNIT FOR
OCATIONAL EDUCATION
09 MOUNTCASTLE STREET
15-974-3338

November 13, 1970

I am pleased to inform you that your campus has been chosen for placement of a microfiche reader-printer and supporting materials and for designation as a regional resource center for vocational education in the State of Tennessee.

The workshop which was mentioned in my letter of October 15 is scheduled for Friday, November 20. Those individuals (librarians, curriculum coordinators, and counselors, etc.) who will be cooperating with the RCU at Knoxville and who will be responsible for organization of microfiche, operation of the reader-printer, and correspondence with the RCU and vocational education personnel in his respective area are urged to attend. Representatives from the twelve centers should try to attend at the following times:

Friday morning, November 20, 9 A.M. to 12 noon

Chattanooga State Technical Institute
Athens State Area Vocational-Technical School
Tri-Cities State Area Vocational-Technical School
Halls Middle School
McMinnville State Area Vocational-Technical School
Livingston State Area Vocational-Technical School

Friday afternoon, November 20, 1:30 to 4:30 P.M.

Memphis State Technical Institute
Savannah State Area Vocational-Technical School
McKenzie State Area Vocational-Technical School
Newbern State Area Vocational-Technical School
Dickson State Area Vocational-Technical School
Pulaski State Area Vocational-Technical School

In addition, I ask that the representative from each school come prepared to take a reader-printer and supplies back to the school with him. For instance, you may want to consider driving a station wagon.

If your school is unable to be represented at this workshop, I would appreciate receiving notification of this in advance. You may call me at 974-3338. All superintendents are welcome!

I look forward to seeing you on November 20 and assisting you in moving toward the development of a "regional resource center" for the State of Tennessee.

Sincerely,

(Miss) Dee Hansen
Information Specialist

DH/gp

Enclosure: map

APPENDIX IV

AVAILABLE MICROFICHE COLLECTIONS AND READER-PRINTERS

★TENNESSEE RESEARCH COORDINATING UNIT

- EXISTING MICROFICHE COLLECTIONS

• REGIONAL RESOURCE CENTERS

REGIONAL RESOURCE CENTERS

West Tennessee

McKenzie State Area Vocational-Technical School
Highway 22 North
McKenzie, Tennessee 38201
Mr. Kenneth Warren, Assistant Superintendent
901-352-5364

Memphis State Technical Institute
5983 Macon Cove
Memphis, Tennessee 38128
Mr. T. H. Jackson, Jr., Division Head Learning and Research
901-388-1200

Newbern State Area Vocational-Technical School
Highway 51 North
Newbern, Tennessee 38059
Miss Jean C. Carson, Related Instructor
901-627-2511

Savannah State Area Vocational-Technical School
Highway 64 West
Crump, Tennessee 38327
Mr. Tommy Hall, Remedial Instructor
901-632-3393

Middle Tennessee

Dickson State Area Vocational-Technical School
Highway 46
Dickson, Tennessee 37055
Mr. Norris Allen, Counselor
615-446-4710

Livingston State Area Vocational-Technical School
Airport Road
Livingston, Tennessee 38570
Mr. Earl Dial, Counselor
615-823-5525

McMinnville State Area Vocational-Technical School
Highway 70 South
McMinnville, Tennessee 37110
Mr. Norman Elrod, Supervisor Student Services
615-473-5587

Nashville State Technical Institute
120 White Bridge Road
Nashville, Tennessee 37209
Mrs. Dianne Groves, Director of Educational Resource Center
615-741-1229

Pulaski State Area Vocational-Technical School
Highway 64 East
Pulaski, Tennessee 38478
Mr. E. R. Krieger, Related Instructor
615-363-1588

East Tennessee

Athens State Area Vocational-Technical School
Highway 11 By-Pass
Athens, Tennessee 37303
Mr. Eldie Lynn Dickey, Curriculum Specialist
615-745-6940

Chattanooga State Technical Institute
4501 Amnicola Highway
P.O. Box 6279
Chattanooga, Tennessee
Mrs. Augusta A. Kolwyck, Librarian
615-698-8681

Halls Middle School
Route #13 Emory Road
Knoxville, Tennessee 37918
Mrs. Anita Webb, Curriculum Specialist
615-922-7494

Tri-Cities State Area Vocational-Technical School
Tri-Cities Airport
Blountville, Tennessee 37617
Mrs. Michele Maxwell, Librarian
615-323-8531

APPENDIX V

THE UNIVERSITY OF TENNESSEE
COLLEGE OF EDUCATION
KNOXVILLE, TENNESSEE 37916

TENNESSEE RESEARCH
COORDINATING UNIT FOR
VOCATIONAL EDUCATION
909 MOUNTCASTLE STREET
615-974-3338

May 3, 1971

A workshop is being planned for the Regional Resource Center representatives and librarians to be held in Knoxville at the Research Coordinating Unit on May 19 and 20. Due to limitations of space at our office, I have once again divided the group and hope that at least one individual from each of the Regional Resource Centers might attend on the following days:

Wednesday, May 19, 9:30 AM to 3:00 PM:

Chattanooga State Technical Institute
Athens State Area Vocational-Technical School
Tri-Cities State Area Vocational-Technical School
Halls Middle School
McMinnville State Area Vocational-Technical School
Livingston State Area Vocational-Technical School
Nashville State Technical Institute

Thursday, May 20, 9:30 AM to 3:00 PM:

Memphis State Technical Institute
Savannah State Area Vocational-Technical School
McKenzie State Area Vocational-Technical School
Newbern State Area Vocational-Technical School
Dickson State Area Vocational-Technical School
Pulaski State Area Vocational-Technical School
McMinnville State Area Vocational-Technical School (for special presentation)

The purposes of this workshop are as follows:

1. To "iron out" difficulties related to the use and maintenance of the reader-printer. (A representative from the 3M Company will be present.)

2. To examine and discuss alternative cataloging and filing systems. (Mr. Norman Elrod of McMinnville will present one successful system.)

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3. To discuss alternative measures of gaining interest in the ERIC materials from individuals in and around each RRC.

4. To "iron out" difficulties related to the use of the indexes, microfiche, and related materials.

5. To discuss request and referral procedures for mini-grants, computer searches, and both microfiche and hard copy materials, and to introduce the Regional Office concept.

For those individuals who will need to make the trip to Knoxville one day prior to the workshop, I would suggest that reservations be made at one of the following locations, both of which are within walking distance of the RCU:

1. Sheraton Motor Inn
   1706 Cumberland Avenue SW
   Knoxville
   615-546-4681

2. University Inn
   1700 Clinch Avenue SW
   Knoxville
   615-546-5974

If possible, I would appreciate knowing exactly who will be attending the workshop by Monday, May 10. Please contact me regarding any difficulties pertaining to travel budgets.

I look forward to seeing you at this workshop and sincerely hope that you'll bring any and all problems with you so that in the future our Regional Resource Centers might be identified by teachers, students, and administrators as <u>THE</u> information center for the area.

Sincerely,

(Mrs.) Dee Wilder
Information Specialist

DW/gp

CC: Superintendents

REGIONAL RESOURCE CENTER WORKSHOP

AGENDA
May 19 - 20, 9:30 a.m. - 3:00 p.m.

9:30 - 9:45	Coffee and welcome
9:45 - 10:30	Alternative cataloging and filing systems
10:30 - 11:00	Gaining interest in the ERIC materials
11:30 - 1:00	Lunch
1:00 - 1:30	Request and referral procedures for mini-grants, computer searches, and both microfiche and hard copy materials Introduction to the Regional Research Office Concept
1:30 - 2:30	Open discussion
2:30 - 3:00	Visit to 3M Company to view education equipment

ENCLOSURES

1. Workshop Agenda
2. "Microfiche" Booklet
3. Sample Microfiche
4. Sample Resume
5. "How To Use ERIC" Chart
6. Computer Search Update List
7. CIJE and RIE Subscription Brochure

APPENDIX VI

THE RCU CIRCULATOR

I. Objectives

In an effort to get current educational research results and reports off library shelves and into the hands of vocational educators throughout the state of Tennessee, the Tennessee RCU Circulator was developed and printed. Along with this major effort, it was designed to benefit users in the following ways:

1) to promote the development of interest in research among vocational educators and all individuals concerned with occupational education.

2) to increase the awareness of such individuals to the purposes and functions of the RCU as well as location and facilities.

3) to work toward the achievement of and increase user groups awareness of efforts to achieve the four basic objectives of the Tennessee RCU which are (a) to disseminate information on the progress and application of occupational research, (b) to stimulate and encourage occupational education research and development activities in state departments, colleges and universities, local school districts and nonprofit educational organizations, (c) to coordinate occupational education research activities conducted by state departments, colleges and universities, local school districts and nonprofit educational organizations, and (d) to conduct occupational education research and development projects.

4) using outside sources of input, to encourage and illustrate the usefulness of such a central information center (with computer search capabilities and a microfiche library) among vocational educators.

II. Audience Categories

To: State Supervisory Staff
Teacher Education Staff
Advisory Council
College (post-secondary)
Secondary School Staff
Training Directors
Employment Security Agencies (Directors)

SUGGESTIONS FOR IMPROVEMENT

The RCU staff is interested in obtaining feedback from individuals who might have suggestions which would lead to improvements in the effectiveness of this monthly publication and/or the activities of the Research Coordinating Unit and Regional Resource Centers throughout the State. If you have any such suggestions or would care to comment in any way, please complete the form below and mail it to:

Mrs. Dee Wilder, Information Specialist
Tennessee Research Coordinating Unit for
Vocational Education
909 Mountcastle Street
Knoxville, Tennessee 37916

1. Have you visited a Regional Resource Center?

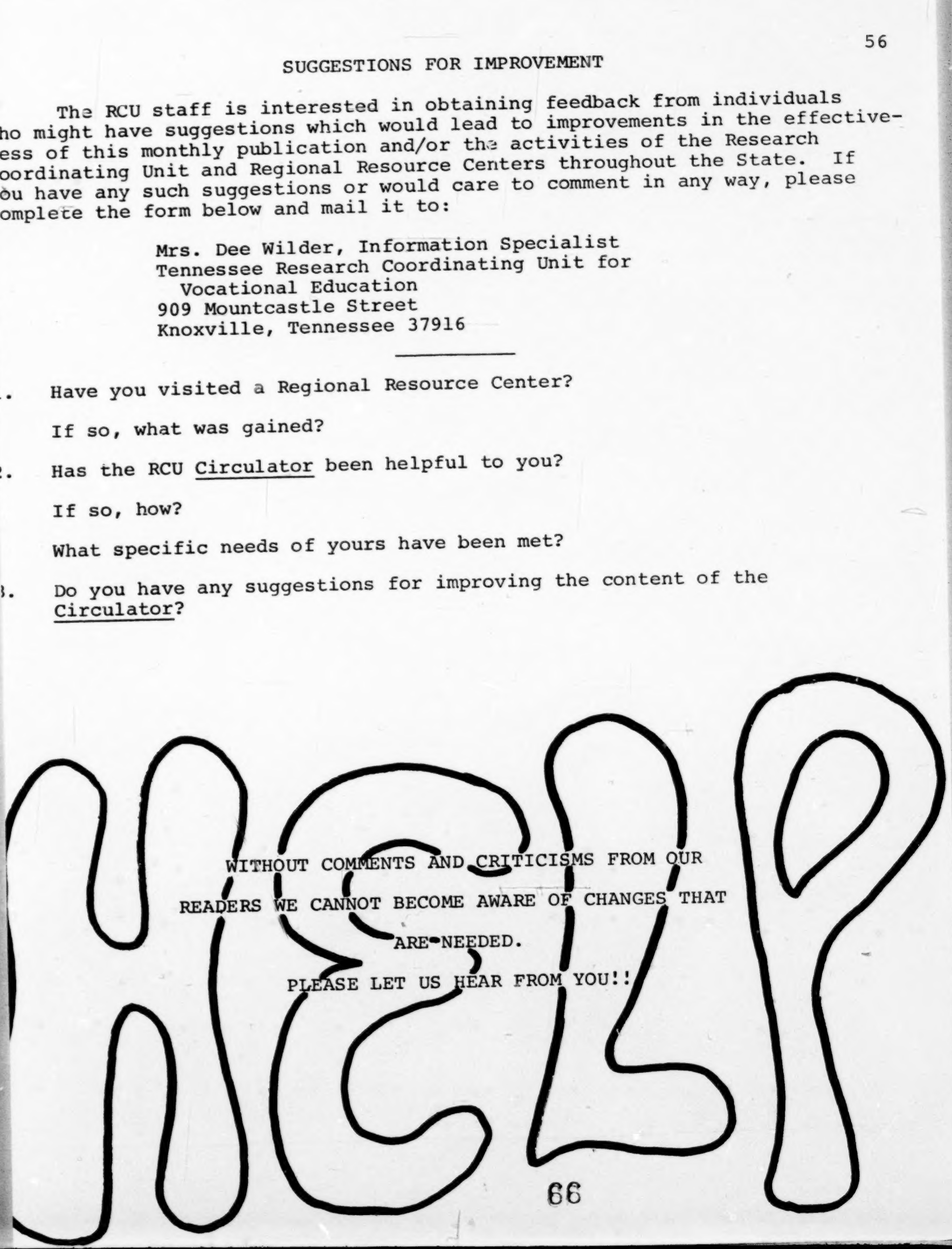
   If so, what was gained?

2. Has the RCU Circulator been helpful to you?

   If so, how?

   What specific needs of yours have been met?

3. Do you have any suggestions for improving the content of the Circulator?


HELP
WITHOUT COMMENTS AND CRITICISMS FROM OUR
READERS WE CANNOT BECOME AWARE OF CHANGES THAT
ARE NEEDED.
PLEASE LET US HEAR FROM YOU!!

APPENDIX VII

Mail and Phone Request
Retrieval and Dissemination Form

Received: By: Mail Phone In Person

Subjects:

Information to Send: ____ 1. Computer search list
____ 2. Computer searches Borrowed Purchased

____ 3. Microfiche booklet
____ 4. Mini-Grant information
____ 5. Microfiche request form
____ 6. Sample resume

Materials to note:

Send Letter ( ) Yes ( ) No

Additional Instructions:

Filled: 68 By:

TENNESSEE RESEARCH COORDINATING UNIT
FOR VOCATIONAL EDUCATION

Microfiche Request Form

To obtain microfiche, please list the accession number or numbers (abbreviations explained below) of desired documents in the space provided.

Abbreviations:

ED ERIC Document (as listed in Research in Education - RIE)
EDRS ERIC Document Reproduction Service (some documents listed are not available from EDRS; RCU will place individual orders for these on request)
ERIC Educational Resource Information Center
HC Hard Copy
MF Microfiche
VT Vocational-Technical
MP Manpower
EJ Educational Journal article from Current Index to Journals in Education (CIJE)
EP Educational Project; Office of Education Research Projects (cannot be ordered from EDRS)
ES From PACE (Projects to Advance Creativity in Education) found in the Pacesetters in Innovation Index

(Clearinghouse accession numbers are also listed for each document abstracted, however, we need only the ED, VT, MP, or ES number to retrieve the document from our files.)

Quantity	ED number	Title (This information necessary only if you do not know the ED number.)

Name _____ Date _____

Address _____

FOR RCU USE ONLY

SEARCH NO. _____

DATE RUN _____

NO. HITS _____

TENNESSEE RESEARCH COORDINATING UNIT
FOR VOCATIONAL EDUCATION

Computer Search Request

User Data

Name _____ Date _____

Address _____

Telephone _____ Campus Extension _____

Representing _____

Bill To _____

Search Data

1. Provide a brief outline describing the area which you wish to search. If possible, list descriptor terms from the ERIC Thesaurus.

2. For what purpose will this computer search be used?

   _____Research paper

   _____Thesis or dissertation

   _____Project (give a brief description)

   _____Other (please describe)

3. Search Title: (to be provided by the RCU Information Specialist or Research Assistant)

IN CONNECTION WITH THIS SEARCH, I UNDERSTAND THAT A FEE OF FIFTEEN DOLLARS ($15.00) IS PAYABLE FOR EACH COMPUTER SEARCH REQUEST.

_____
Signature